

Item/Part Name Rules

Restrictions

Due to the following restrictions dictated by the CAD and Teamcenter software, users must follow these guidelines.

1. All Item/Part names must be entered in all **UPPER CASE** characters.
2. All Item/Part names must be a maximum of 32 characters in length.
3. Do **NOT** use any of the following characters in Item Names.
! @ # \$ % ^ & * . , ' : ; ` ~ \ + / { } [] () = | < > ? ". While the software will accept some of these characters, they **WILL** cause problems when trying to generate plots, DXF, IGS, and other files.
4. Since the commonly used “/” character is not allowed, all fractional values will be represented by the first three digits of their decimal equivalent. ½ will become 500, 1-1/2 becomes 1-500 etc.
5. Do **NOT** use spaces in Item Names, use the “_” underscore character to separate words, and use the “-” hyphen character to string terms together.

Teamcenter has a maximum length limit of 32 characters for an Item Name. This is fairly restrictive, but should suffice if we use the space wisely.

1. The item name is NOT a sentence or phrase, its primary purpose is to help CAD users locate data.
2. When possible spell it out. If 32 characters are room enough to fully spell out the name, DO.
3. Do not use generic names like drawing1, project2, junk, etc. Never accept the default name for items such as Drawing1, Part1.
4. Item names should start with a key noun like FLANGE, ADAPTER, TUBE, or the common device name 3Q120, MI62. Device names must be added to the list of approved abbreviations and acronyms.
5. A list of approved abbreviations and acronyms for Fermilab devices will be maintained at TPACROifind-web.pl. This list will include functionality for users to submit additional names to the list.
6. Avoid relative terms in Item names, i.e. new, old, and temp.
7. Do NOT use punctuation characters in an Item Name.
8. Do NOT use drafting special characters in an Item Name.
9. Do NOT confuse the Item Name with the Title/Description, which is an 80-character field that should fully describe the Item. There are no character restrictions in this field which is also all **UPPER CASE**.